

Job Description

Post title: TEACHING ASSISTANT/ Technician-Drama - Uppingham Community College

Grade:	NJC Scale 2 (point 3-4)
Salary:	In line with national support staff pay scales
Responsible to:	HEAD OF DEPARTMENT SENDCo HEADTEACHER
Contract Type:	Part Time, Permanent
Line Managing:	N/A

Trust Values

Inclusion: *Include, value and respect each other*

- We create a community that is welcoming and inclusive to all.
- We increase the presence, participation, and achievement of all.

Sustainability: *Act and think about the sustainability of all our actions*

We make decisions based on long term impacts rather than short term gains.

We take actions to reduce the impact on our environment and raise awareness with adults and pupils.

Partnership: *A willingness and a desire to work effectively with others*

We learn from organisations outside of our setting to improve our practice.

We create impact which is not possible by working in isolation.

Integrity: *Demonstrate sound tomorrow and ethical principles*

We do the right thing, even when circumstances might be difficult.

We ensure our actions are consistent with our words.

Respect: *Treat everyone with respect and fairness*

We are thoughtful of others and act with kindness.

We promote diversity of thought, ideas and people.

Excellence: *Strive for excellence in all we do*

We focus on what matters to deliver ambitious outcomes for all.

We create a culture of continuous learning and innovation to drive improvements.

School Values

At Uppingham Community College, the core values of **Kindness**, **Honesty** and **Respect** form the cornerstone of our school culture. It is therefore paramount for all colleagues at UCC to model these at every opportunity so that we create the conditions where everyone can thrive in their learning, development and achievement.

Job Purpose

- To provide support for students and classroom teachers, within the allocated department.
- To provide some technical support within the Music and Drama departments.
- To support the UCC vision 'Everyone at UCC thrives'

Specific Responsibilities

- Carry out duties as assigned by the Head of Department/Teachers and SENDco.
- To take the lead role in encouraging acceptance and inclusion.
- To support students' learning as directed, in the context of fostering independence and self-esteem.
- To provide appropriate supervision to individual or groups of students.
- Liaise with classroom teachers and work collaboratively with them and with other colleagues including input and feedback on planning.
- Support the department in the planning and evaluation of teaching and learning activities.
- To act as a keyworker for a small group of students with Education Health Care Plans (EHCPs) and monitor the EHCP outcomes.
- To maintain accurate records and assist in administrative tasks.
- To supervise students at break and lunchtimes.
- To share and adopt best practice and good ideas with other staff.
- Provide technical support to teaching staff and classes regarding all technical equipment in our two Drama studios and the Music room.
- Run a technical theatre club one lunchtime a week.
- Support with the technical elements for GCSE Drama and Music assessments and recordings.
- General upkeep of technical resources within Drama and Music.
- Work as Technical Director for the annual College production, Christmas and summer concerts alongside the Head of Drama and Music.
- Be available for occasional evening and weekend rehearsals for the annual College production.
- Assist with set building, prop and costume sourcing for productions.
- To be stage manager for productions.
- Train pupils in the safe use of the sound and lighting equipment.
- To assess Health and Safety requirements for all aspects relating to the technical elements of productions and to report any concerns to the Site Manager / Health and Safety Officer.

Professional Development

- Engage positively with the College's Personal Improvement Planning (PIP) process.
- Engage positively with all of the College's training and CPD provision.

Safeguarding & Equality

- Adhere to the school's safeguarding and child protection policies to ensure student welfare.
- Promote inclusivity and equal opportunities in teaching and learning.

- Uphold the professional expectations of the Teachers' Standards in all aspects of practice.

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities. They may be asked to cover cluster leadership roles and responsibilities if required. The post-holder is expected to observe and comply with all UCC's policies and regulations, for example, safeguarding, health and safety, EVC, data protection etc.